

How Good Are Your Presentation Skills?

Instructions: For each statement, select the response in the column that best describes you. Please answer questions as you actually are (rather than how you think you should be), and don't worry if some questions seem to score in the 'wrong direction'. When you are finished, please sum up the score given under each response.

1	The visuals in my presentation match well with the information I'm communicating, and they help carry the speech	Not at all	Rarely	Some times	Often	Very Often
		1	2	3	4	5
2	To prepare for my presentation, I think carefully about the message I want to send	Not at all	Rarely	Some times	Often	Very Often
		1	2	3	4	5
3	Before I present, I become familiar with the room and the space in which I'll be speaking	Not at all	Rarely	Some times	Often	Very Often
		1	2	3	4	5
4	I plan and practice my presentation until I can speak comfortably and fluently.	Not at all	Rarely	Some times	Often	Very Often
		1	2	3	4	5
5	I assume my audience knows very little, and then I give them all the information they need.	Not at all	Rarely	Some times	Often	Very Often
		1	2	3	4	5
6	I use an indirect, subtle approach, and I send a gentle message to my audience.	Not at all	Rarely	Some times	Often	Very Often
		5	4	3	2	1
7	Anxiety gives me stress, and brings negative energy to my presentation.	Not at all	Rarely	Some times	Often	Very Often
		5	4	3	2	1
8	I make sure that organizers or other staff prepare my equipment so that I can arrive right on time and start immediately.	Not at all	Rarely	Some times	Often	Very Often
		5	4	3	2	1
9	I encourage my audience to ask statements at the end of the presentation.	Not at all	Rarely	Some times	Often	Very Often
		1	2	3	4	5
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10	I pay attention to my nonverbal behavior, like facial expressions and eye contact, to make sure I stay engaged with the audience.	Not at all	Rarely	Some times	Often	Very Often
		1	2	3	4	5
11	I use examples to support my points	Not at all	Rarely	Some times	Often	Very Often
		1	2	3	4	5
12	My presentations sometimes take longer than planned.	Not at all	Rarely	Some times	Often	Very Often
		5	4	3	2	1
13	If I want to persuade an audience, I get them to think about what the future will be like if they continue without making changes.	Not at all	Rarely	Some times	Often	Very Often
		1	2	3	4	5
14	I focus on the main part of the presentation more than the beginning and end, because that's where most of the information is given.	Not at all	Rarely	Some times	Often	Very Often
		5	4	3	2	1
Total Score						

Score	Comment
14-32	Your presentations are probably quite weak, and perhaps a little boring. There are lots of ways to bring more excitement to what, and how, you present. You simply need more practice developing the right kind of content and learning to use your nervousness to create a positive flow of energy.
33-51	Your presentations are OK, and they're probably very typical of average presenters. The impression you leave isn't good or bad – it's essentially nonexistent, and your message is likely soon forgotten. Use the tips and tools in this session to add life to your presentations so that your audience remembers you for all the right reasons.
52-70	Super job! You're giving excellent presentations. They're interesting and well suited to the audience, and you know that taking time to prepare pays off in the end. Review the strategies in this session and challenge yourself to continue improving your presentation skills.